

ONLINE ORDERING GUIDE

1) Please go to our website www.asencio.com.sg/

➤ For new time user: Click on Login to do a one-time registration.*

* You **MUST provide your child's details in your account** in order to view and purchase the required items.

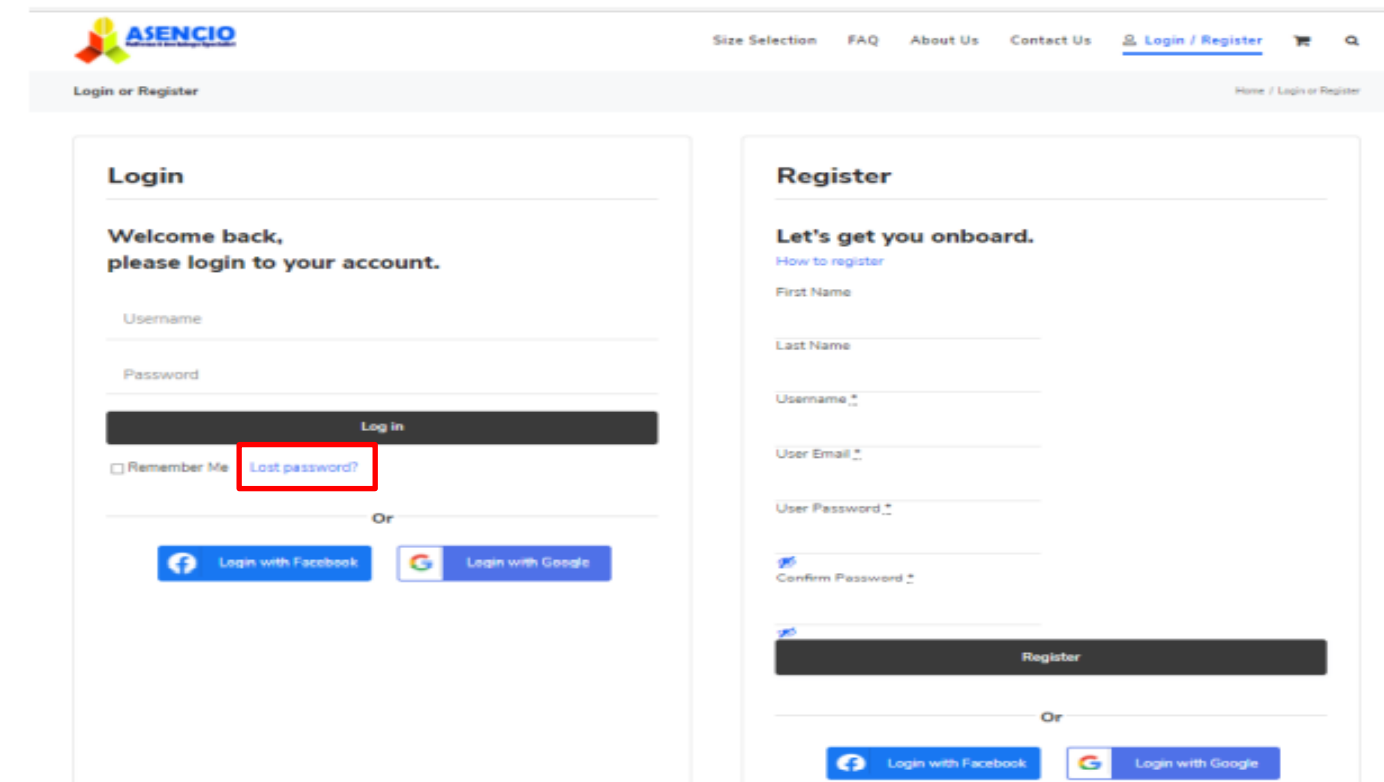
➤ For existing users: Please login with your ID and password.

➤ For existing users: Forget password, click on **the lost password** to rest the password

Below are the steps to register an online account:

How to Register

Step 1 - Create an account through Register or Connect with Facebook/Google



The screenshot shows the ASECIO website's login and registration interface. The header includes the ASECIO logo, navigation links (Size Selection, FAQ, About Us, Contact Us, Login / Register), and a shopping cart icon. The main content area is divided into two columns: Login and Register.

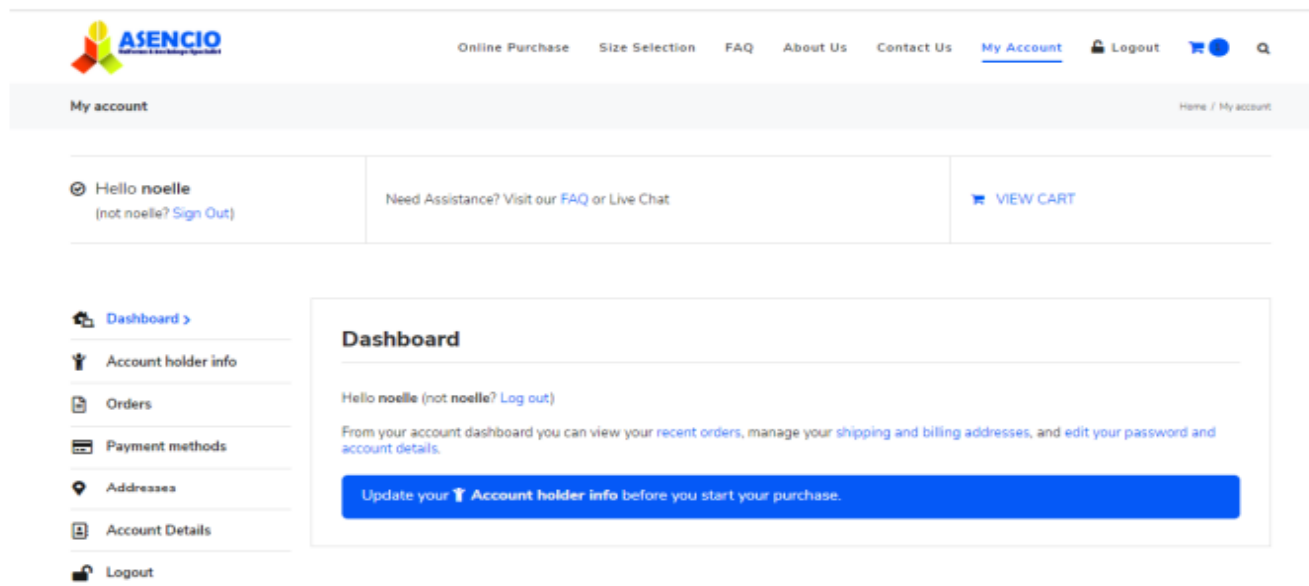
Login Section:

- Header: **Login**
- Text: **Welcome back, please login to your account.**
- Fields: Username, Password
- Buttons: Log in, Remember Me, **Lost password?** (highlighted with a red box)
- Or
- Buttons: Login with Facebook, Login with Google

Register Section:

- Header: **Register**
- Text: **Let's get you onboard.**
- Text: [How to register](#)
- Fields: First Name, Last Name, Username, User Email, User Password, Confirm Password
- Buttons: Register, Login with Facebook, Login with Google

Step 2 – After login to your Dashboard, click on Account Holder Info



The screenshot shows the ASECIO user dashboard. The header includes the ASECIO logo, navigation links (Online Purchase, Size Selection, FAQ, About Us, Contact Us, My Account, Logout), and a shopping cart icon. The main content area is divided into a sidebar and a main dashboard area.


Sidebar:

- My account
- Dashboard >
- Account holder info
- Orders
- Payment methods
- Addresses
- Account Details
- Logout

Main Dashboard Area:

- Header: **Dashboard**
- Text: Hello noelle (not noelle? [Log out](#))
- Text: From your account dashboard you can view your recent orders, manage your shipping and billing addresses, and edit your password and account details.
- Buttons: **Update your Account holder info before you start your purchase.**

Step 3 – Enter child’s info., then Click Submit and you will be able to browse the products related to your school




Online PurchaseSize SelectionFAQAbout UsContact UsMy AccountLogout

My accountHome / My account

Hello Carol
(not Carol? [Sign Out](#))

Need Assistance? Visit our [FAQ](#) or Live Chat

 [VIEW CART](#)

Dashboard

Account holder info

Orders

Payment methods

Addresses

Account Details

Logout

Child information

First Name *

Carol

Last Name *

Lau

Mobile number *

98324917

How many child? *

1

Name Of Student *

Serene Ng

Child BC Last 4 Alphanumeric *

761S

Your child's school *

Pasir Ris Crest Secondary School


Class/Center *

4A

Submit

Step 4 – Online Purchase – Please select the item of your choice.

- Select the size(s) that you'd like to purchase. Press the plus(+) or minus(-) button to increase or decrease the quantity to purchase. Then click "Add to cart".




Online PurchaseSize SelectionFAQAbout UsContact UsMy AccountLogout

Pasir Ris Crest Secondary SchoolHome / School / Secondary / Pasir Ris Crest Secondary School


Sort by Default Order

+


Show 12 Products




Pasir Ris Crest Secondary Female Blouse
\$10.00 – \$14.00
[Select options](#) [Details](#)




Pasir Ris Crest Secondary Female Skirt
\$10.00 – \$14.00
[Select options](#) [Details](#)



Pasir Ris Crest Secondary Male Long Pants
\$18.00
[Select options](#) [Details](#)



Pasir Ris Crest Secondary Male Shorts
\$9.00 – \$13.50
[Select options](#) [Details](#)



Pasir Ris Crest Secondary Male Shirt
\$10.00 – \$13.00
[Select options](#) [Details](#)

Step 5 – When you are done, you can click on the shopping cart icon





to view your cart or to check out directly.

🔒 "Pasir Ris Crest Secondary Female Skirt" has been added to your cart.

[Continue shopping](#)

You Have 2 Items In Your Cart

Product	Price	Quantity	Subtotal	
 Pasir Ris Crest Secondary Female Blouse - 32	\$10.50	- 1 +	\$10.50	×
 Pasir Ris Crest Secondary Female Skirt - 34	\$12.50	- 1 +	\$12.50	×

Have A Promotional Code?

Coupon code

Apply coupon

Cart totals


Subtotal \$23.00

Total \$23.00

Update cart


Proceed to checkout

Step 6 – Please check that you have provided the full and correct shipping information (especially contact number and shipping address) to ensure that your order can reach you safely and on time.




Online PurchaseSize SelectionFAQAbout UsContact UsMy AccountLogout4

Checkout1. Home / 2. Checkout

Hello Carol
(not Carol? [Sign Out](#))

Need Assistance? Visit our [FAQ](#) or Live Chat

VIEW CART

Have A Promotional Code?

Coupon code

Apply coupon

Billing & Shipping Details

First name *

Carol

Last name *

Lau

Phone *

Email address *

carollau1965cl@gmail.com

Street address *

Block number & street name

Unit number

Building name (optional)

Postcode / ZIP *

Country / Region *

Singapore



☐ Ship to a different address?

Step 7 - After keying in your shipping information, please review your order before making payment. Once you are ready, you would need to key in your credit card details, and then click “Place order” to proceed for payment.

Shipping – Flat Rate \$6.54

Delivery Information

Your order

Product	Subtotal
<div style="display: flex; align-items: center;"><div style="flex-grow: 1;"><p>Pasir Ris Crest Secondary Female Blouse - 32 x 1</p></div><div style="text-align: right; width: 150px;"><p>\$10.70</p></div></div>	
<div style="display: flex; align-items: center;"><div style="flex-grow: 1;"><p>Pasir Ris Crest Secondary Female Skirt - 34 x 1</p></div><div style="text-align: right; width: 150px;"><p>\$12.80</p></div></div>	
Subtotal	\$23.50
Shipping	Flat rate: \$6.54
Total	\$30.04 (includes \$2.48 GST 9%)

PayNow QR & Credit Card

You will be redirected to HiPay Payment Gateway for payment

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

If your order consists of BOTH backorder and in-stock items, all items will only be shipped when the backorder item arrives. If you would like the in-stock item(s) to be shipped first, kindly place a separate order for the backorder items.

Review your order before making payment. Orders cannot (be) **MODIFIED, CANCELLED OR REFUNDED** after successful payment.

NO REFUND of Name Tag due to wrong quantity set ordered or mis-spelling of name.

ONLY one-time exchange for the same item to a different size within 14 calendar days of receiving the order.

NO exchange of mattress cover (MY FIRST SKOOL) to other item(s).

Exchange is to be done through mailing or walk-in to the showroom.

Home Delivery schedule will be arranged by our delivery partner, Aramex.

Year-end order (Primary & Secondary School):
Be punctual for your selected self-collection date and time as appointment confirmed.
Strictly NO CHANGE OF SELF-COLLECTION DATE or TIME after successful payment.

☐ I have read and agree to the above statement and the website [terms and conditions](#).*

Place order

Step 8 – Make Payment via PayNow or Card

← Back 

You are paying

USD 15.54

Asencia Pte Ltd

France

Powered by  Pay Now

Email

Select Payment Method


☒ CASH
 ☐ CARD
 ☐

Scan above QR code image using your Internet banking app

Powered by the online "Internet Banking" (INTERNET BANKING) system of "Internet Bank Ltd."

[Waiting to payment...](#)

Step 9 – Click on My Account > Orders to see status (Example enclosed)

Online PurchaseTextbooks/BookshopSize SelectionFAQAbout UsContact UsMy AccountLogout

My account1. Home / 2. My account

Hello dior
(not dior? [Sign Out](#))

Need Assistance? Visit our [FAQ](#) or Live Chat

[VIEW CART](#)

DashboardAccount holder infoOrdersPayment methodsAddressesAccount DetailsLogout

Orders

Order	Date	Status	Delivery Details	Total	Actions	Aramex Tracking
#200375	September 9, 2025	Cancelled		\$15.54 for 1 item	View > Awaiting Shipment Update	

Step 10 - Once your payment is successful, you will receive an automated email from our system with your order details. Do check your inbox, junk mail and spam folder for the email.

Showroom address for walk-in purchase:

120 Hillview Avenue #05-02 Kewalram Hillview
Singapore 669594
Operating hours: 9am – 5pm (Mon-Fri) | 9am – 1pm (Sat)
Closed on Sunday, Eve of PH and PH.

MRT: Hillview MRT station (Bus 176, 963, 970)/
Bukit Batok Station (Bus 173)

Payment modes accepted for walk-in purchases
(Showroom) Cash, Credit Card, PayNow and PayLah! Only

For enquiries:

Phone: 67643102
Email: prcs@asencio.com.sg